



DEPARTMENT OF EDUCATION

650 WEST STATE STREET
BOISE, IDAHO 83702

DR. MARILYN HOWARD
STATE SUPERINTENDENT
PUBLIC INSTRUCTION

January 23, 2006

**Publishing Company Contract Administrators
Publishing Company Idaho Sales Representatives**

Subject: 2006 "Call to Bid" for Idaho Curricular Materials (Textbook) Adoption K-12

Dear Friends:

We call for and welcome your submissions of pre-K-12 curricular materials to the state of Idaho for the 2006 Adoption Process. Curricular materials currently under adoption in Idaho are located on our website at: www.sde.state.id.us/instruct/curriculum. The materials are listed by subject area according to the 5-year rotating Adoption Schedule. At this site you will also be able to access the instructions and forms (as outlined in this letter) required for submitting materials.

Idaho reviews only complete textbooks, textbook series or other curricular materials. Galley proofs, dummy books, manuscripts, etc., will only be considered with permission of the Curricular Materials Selection Committee's Executive Secretary, Val Fenske.

The main subject areas for Pre-K-12 Adoption in 2006 are:

- 1. Language Arts Part II: English, Spelling, Composition, Grammar and Usage**
- 2. Communications: Speech, Journalism**
- 3. Humanities: Interdisciplinary, Foreign languages, Dance, Music, Theatre, Visual art**
- 4. Dictionaries/Thesaurus**

On an annual basis, we accept materials in the following subject areas:

- 1. Research-based Reading Materials**
- 2. Research-based Reading Intervention Materials**
- 3. Limited English Proficiency (LEP) Materials**
- 4. Computer Applications:** Defined as applications that change frequently, i.e., Windows, Word, Excel, PowerPoint, etc.

Technology programs that instruct in specific subject areas **MUST** be submitted in the year for that particular academic subject area or under the Professional-Technical Education *Technology Education* category. They are not to be included in the "computer application" adoption category.

And, materials will be accepted for the "Interim Adoption Provision" in the subject areas of:

1. Language Arts, Part 1: Literature (grades 6-12)
2. Drivers Education
3. Handwriting
4. Science
5. Health

Electronic/On-Line/Technology Materials

On-line instructional materials must be listed on the Submission-Bid and Brief forms exactly like textbook information - *Subject Area, Title of Material, Author(s), Copyright Date, Grade Level, Identify Bank of Standards, Retail/Contract Price, Submission Fee and ISBN Number* (if applicable). **Please Note: Under temporary rule: Idaho State Board of Education will be approving the new Idaho Achievement Standards, in February. New standards will be effective upon State Board of Education's approval. Materials will be correlated to new standards.**

The Submission Fee for technology materials should be calculated on a per student cost. You must also include information on any additional costs associated with required training of the product as well as the length of training required (i.e., hours, days, weeks) for individual teachers or entire school sites.

You are only required to submit one (1) sample of the technology material to the Department of Education. We must have the complete program and/or on-line access for the complete program. *This sample will be housed in a secure area within our Curricular Materials Library and will be used by the Committee to evaluate your product. We must have a full and complete product – a demo disk or demo site will not be accepted.*

If your material is technology based, and you feel that the Committee would not be able to evaluate the material without an in-depth presentation, please call 208-332-6967 to schedule time for a personal demonstration during the week of June 19-23, 2006.

Questions on a **particular subject content area** and/or Idaho Achievement Standards for a particular subject area should be directed to the Coordinator/Specialist here at the Department of Education as follows:

Literature, English, Spelling, Composition, Grammar & Usage

Gail Rochelle, PhD, Specialist
208-332-6941 (Deborah Weatherspoon)
garochelle@sde.idaho.gov
ddweatherspoon@sde.idaho.gov

Humanities

Peggy Wenner, PhD, Specialist
332-6979 (Stella Slack)
pjwenner@sde.idaho.gov
saslack@sde.idaho.gov

Driver's Education

Kelly Glenn, Specialist,
332-6984
kdglen@sde.idaho.gov

Science

Kevin Collins, Coordinator
208-332-6940 (Cari Ernst)
kbcollins@sde.idaho.gov
caernst@sde.idaho.gov

Health

Barbara Eisenbarth, Coordinator
208-332-6940 (Cari Ernst)
bseisenbarth@sde.idaho.gov
caernst@sde.idaho.gov

Handwriting

Gail Rochelle, PhD, Specialist
208-332-6941 (Deborah Weatherspoon)
garochelle@sde.idaho.gov
ddweatherspoon@sde.idaho.gov

ANNUAL ADOPTIONS

Computer Applications

Dawn Wilson, Coordinator
208-332-6971
dewilson@sde.idaho.gov

Research-Based (RB) Reading for "Reading First", Grades K-3

RB Reading Intervention, Grades K-12

Rose Rettig, Reading First Coordinator
208-332-6803 (Marilyn Bowie)
rsrettig@sde.idaho.gov
mabowie@sde.idaho.gov

Limited English Proficiency (LEP)

Wendy St. Michell, LEP Program Manager
State Board of Education
(208)-332-1586
wendy.stmichell@osbe.idaho.gov

Phone numbers listed above will reach the Coordinator/Specialist's Administrative Assistant (in parenthesis).

The Idaho Curricular Materials Selection Committee will determine the final correlation of all materials to the Idaho Achievement Standards – Materials submitted for adoption will be reviewed by the Committee according to the *content knowledge and skills* associated with a particular Idaho Achievement Standard, if standards exist for the subject area. On the Submission-Bid Form, you must identify the bank of Idaho Achievement Standards that you believe your materials correlate to, i.e., **SPELLING – GRADE 6**. *Depth of coverage of the content knowledge and skills in the appropriate bank of Idaho Achievement Standards will determine the percentage of how the material correlates to the Idaho Standards. This percentage will be published in the annual Adoption Guide.*

The annual adoption of research-based reading materials will be reviewed according to the national criteria of “scientifically-based research.” Materials adopted as “research-based” will be cross-referenced in the Idaho Adoption Guide.

It is not mandatory for publishers to develop a written correlation (documentation and analysis) to the Idaho Achievement Standards with submission. However, if you wish to furnish this information, standards are currently under revision for approval from State Board of Education, in February, revised standards are scheduled for release **spring 2006**:

<http://www.idahoboardofed.org/saa/standards.asp>. All materials approved by the Committee will be placed **under contract, locking in the Bid Price with the state of Idaho for a period of five years.**

Curricular Materials Requirements

Idaho State Textbook Depository, Caxton Printers, Ltd., 312 Main Street, Caldwell, Idaho 83605 (800-657-6465)

New publishing companies, or those companies not familiar with the adoption process, should contact the Depository for guidelines on contracting with that agency for adopted materials **BEFORE** completing their Submission-Bid Form(s). Companies are required to keep on deposit a sufficient number of curricular materials adopted by the State Board of Education to supply the needs and demands of the schools within the state of Idaho. Materials adopted as “resource” may be placed at Caxton’s at publisher option. We urge you to contact Caxtons **before** you submit paperwork, fee(s), and sample materials for the adoption process.

Idaho School for the Deaf and Blind, 1450 Main Street, Gooding, Idaho 83330 (208-934-4457).

Publishing companies are also required to supply the electronic format (Word or ASCII files only) for all literary and nonliterary curricular materials approved through the adoption process.

The following instructions for submitting materials for adoption in Idaho have changed significantly from previous years, so please make sure all of your company personnel, especially your Idaho Sales Representative(s), are aware of the changes in procedures and deadline dates. Also, please note that all Forms have been revised. You must use the Forms with revision date of **January 2006**.

INSTRUCTIONS FOR SUBMISSION

Deadline March 31, 2006 – Forms and Payment - Publishers are required to e-mail, mail or deliver all completed forms (Submission-Bid Form, one (1) complete set of Brief Forms), evidence of effectiveness studies, and **Submission Fee** by the deadline date of **March 31, 2006** to Val Fenske at the State Department of Education.

a. **Submission-Bid Form**

Due March 31, 2006 The Submission-Bid Form is located on the Curricular Materials web page at <http://www.sde.state.id.us/instruct/curriculum/>.

The Form has been prepared in Word and we require that you use our form. If you **MUST** create your own form for some reason, it must be in Word and in “tables.” Each and every blank on the Form must be filled in. The information for *Subject Area* can only be the subject areas outlined on the **first** page of this letter. You also must identify the bank of Idaho Achievement Standards that you believe your materials correlate to, i.e., SPELLING-GRADE 6.

The information you enter on this form must match exactly the information you enter on the Brief Form for each material listed (*Subject Area, Title of Material, Author(s), Copyright and Grade Level.*)

Attach the completed Submission-Bid Form(s) and Brief Form(s) documents as an e-mail attachment to Val Fenske at vafenske@sde.idaho.gov . No changes or additions will be accepted after the deadline date of **March 31, 2006**.

Emails must place the name, or abbreviated name, of the Company in the Subject line of the e-mail (i.e., ABC Textbook Co – 2006 Submission).

b. **Brief Form (has numerous due dates)**

The Brief Form has been prepared in Word. Each and every blank on the Form must be filled in. The information for the *Subject Area, Title of Material, Author(s), Copyright, and Grade Level* **must match exactly** to the information provided for each material listed on the Submission-Bid Form. The *Subject Area* also must match the subject areas listed on the **first** page of this letter.

The Brief Form also requires publishers to identify *evidence of effectiveness* for the material being submitted. Evidence of effectiveness includes any validation studies on the material demonstrating the effectiveness in enhancing student learning. Included should be the names of studies, schools and institutions of higher learning involved in the validation study, as well as the initial indication of “scientifically-based research.”

Again, although you are not required to submit the written correlations of your materials, you **must** identify the bank of Idaho Achievement Standards that you believe your materials correlate to, i.e., GRAMMAR -GRADE 6.

Due March 31, 2006 – *Mail separate from samples* - one (1) complete set of all Brief Forms to the SDE office by the deadline date of **March 31, 2006**. The Brief Form is located on the Curricular Materials web page at www.sde.state.id/instruct/curriculum.

Due May 1, 2006 - One (1) copy of the individual Brief Form must be included **inside** the **student edition/ CD (or main component of a kit)** of each series submitted as samples to Val Fenske, for the Curricular Materials Library.

Due May 1, 2006 – One (1) copy of the individual Brief Form must be included **inside** the **student edition (or main component of a kit)** of each series submitted as *review* samples to Compton Transfer and Storage Company.

Due October 6, 2006 - One (1) copy of the individual Brief Form must be included **inside** the **student textbook (or main component of a kit)** of each series submitted as samples to the remaining seven (7) Regional Centers. ***On-line instructional material samples ARE NOT REQUIRED TO BE SENT TO REGIONAL CENTERS – this is at publisher’s option. Ancillaries are not required and are at publisher’s option.***

c. **Submission Fee**

Due March 31, 2006. The submission fee is calculated as “**equal to the retail price, OR \$60, whichever is the greater**”, for each title or item listed on the Submission-Bid Form for which a school district would be charged for purchase. This information must be listed in the “Submission Fee Paid” column. The fee is applicable for all materials.

The retail price column must be filled in with the amount you are going to charge our Idaho schools for that particular item.

To determine what constitutes an “item” use the following guidelines:

- i. An “item” of curricular material is a component, set or kit of curricular materials packaged and sold as a unit.
- ii. An “item” of curricular material which is submitted in multiple forms and that contains the same content and are evaluated essentially as one item will be assessed only one fee for the most costly format. (Multiple forms/same content are described as; hardback, soft-back, electronic, loose-leaf or broken into several parts which are produced as separate units – unless these parts are submitted for adoption at separate grade levels, If the materials are submitted as a set or kit for a continuous sequence of grades, a separate fee will be assessed for each grade level encompassed.

- iii. Instructional media/technology programs that do not accompany textbooks or other curricular materials, but are considered to be **stand alone** programs, which serve to replace textbooks, or other curricular materials will be reviewed for adoption and assessed a fee per title (i.e., cost of program to school, individual license to use or site license to use).
- iv. If an item of curricular material is submitted in more than one subject category (i.e., English, research based reading and reading), separate and complete paperwork must be prepared for each category and a separate fee will be assessed for each category.
- v. No fee will be required for teacher's editions of curricular materials that contain the same content material as the student text, even though they may be evaluated in conjunction with the instructional program to support its strength. **However, in those instances where a teacher's guide in itself constitutes the program, the fee will be assessed.**

No fees will be refunded once the evaluation has been completed except in cases of fee miscalculation. Checks should be made payable **to Idaho State Department of Education c/o Val Fenske**. **REMEMBER, THE SUBMISSION FEE IS REQUIRED WITH YOUR SUBMISSION-BID FORM AND SEPARATE FROM YOUR SAMPLES – FEE DEADLINE IS NO LATER THAN MARCH 31, 2006.** Fees will be checked for accuracy between the information listed on the Submission-Bid Form and the sample materials received.

d. **Evidence of Effectiveness**

Due March 31, 2006 - Materials submitted for Research Based Reading must include actual studies showing marked improvement for the designated grades material(s) is submitted for. Please refer to No Child Left Behind federal guidelines noted with Reading First position statement:

<http://www.sde.state.id.us/instruct/Curriculum/docs/currguides/position/ReadingFirstPositionStatement.pdf>

Samples of Material(s) – ALL BOXES MUST BE ADDRESSED AS FOLLOWS

One (1) student/teacher edition ONLY of materials listed on the Submission-Bid Form shipped: **Please note: Preferred format: Electronic (no hard copies) If textbook is available on CD or web access, no hard copy is required. (Inside delivery required.)**

**ANYTIME FROM JANUARY 31, 2006 – AND
NO LATER THAN May 1, 2006**

To:

**Attn: Val Fenske, Curricular Materials Librarian
2006 Idaho Textbook Adoption
Idaho State Department of Education
650 West State Street, Room B-25
Boise, ID 83702**

One (1) complete set of sample materials listed on the Submission-Bid Form shipped:

NO EARLIER THAN March 31, 2006

NO LATER THAN May 1, 2006

To:

**Attn: 2006 Idaho Textbook Adoption
Compton Transfer & Storage Company
4302 Industrial Street
Boise ID 83705**

Review of Materials

The Curricular Materials Selection Committee will convene **June 19-23, 2006** in Boise to review the K-12 submitted materials. The nineteen (19) Committee members will evaluate and correlate the new materials with the additional assistance of at least twenty (20) subject matter specialists (teachers, administrators and other experts in the subject area) nominated by Principals and Superintendents and selected from throughout the state of Idaho. The June review week will culminate with the Committee's formal recommendation of materials for adoption in the state of Idaho to the **State Board of Education**.

The **State Board of Education** will vote on those recommendations at their **August Board meeting**, new contracts will be effective as of **September 1, 2006**.

Contracts

Contracts will be mailed to publishing companies by **September 1, 2006**. The contract will also include a copy of the publishing company's original Submission-Bid Form, highlighting any **changes** made by the Committee during the review process to that Submission-Bid Form.

Deadline September 15, 2006 - Executed Contracts

Signed contracts from the publishing companies must be returned to the State Department of Education by **September 15, 2006**. Otherwise, materials will be pulled from the Curricular Materials Library, deleted from the Adoption Guide, and the adoption process for those materials will be deemed null and void. Submission fee(s) will not be refunded.

Deadline October 6, 2006 - Samples of Material(s) - Seven (7) Regional Centers

Reminder – the Brief Forms are required to accompany the sample materials as outlined above in the guidelines for Brief Forms.

Samples of ONLY the ***STUDENT TEXT AND TEACHERS EDITION*** (ancillaries are publishers option) of materials **placed under contract and listed on the Submission-Bid Form enclosed with the contract** are due to the seven (7) Regional Centers by the deadline date of **October 6, 2006. NO ON-LINE INSTRUCTIONAL MATERIALS ARE REQUIRED TO BE SENT TO THE REGIONAL CENTERS (publisher's option).** Address and ship as follows.

Attn: Claudia Nelson
N.L. Terteling Library
Albertson College of Idaho
2112 Cleveland Blvd
Caldwell, ID 83605

Attn: Janice Burkholder
Curriculum Resource Center
Albertson Library
Boise State University
1910 University Blvd
Boise, ID 83725

Attn: Brooks Haderlie
Acquisitions Department
David O McKay Library, MCK240, Brigham
Young University–Idaho
Rexburg, ID 83460-0405

Attn: Jackie Riggs
Instructional Materials Technology Center
College of Education, Room 310-208A
University of Idaho
Moscow, ID 83844-3089

Attn: Shu-Yuan Lin
Instructional Materials Center (IMC)
College of Education, B-61
Idaho State University
1550 East Terry
Pocatello, ID 83209

Attn: Shannon Casteel
Curriculum Library
Lewis Clark State College
500 8th Avenue
Lewiston, ID 83501

Attn: Lois Roberts
John Riley Library
Northwest Nazarene University
623 Holly Street
Nampa, ID 83686

The Regional Centers serve as public depositories for teachers, principals, superintendents, curriculum directors, parents, etc. to view approved materials for Idaho schools.

Idaho Adoption Guide

The complete listing of newly adopted K-12 materials, as well as those K-12 materials on contract from previous years, will be posted to the Department web page by **September 1, 2006**. Materials are listed by subject area; the approved listings are located at www.sde.state.id/instruct/curriculum.

The information included in the Adoption Guide for each material includes the percentage to which the material correlates to the Idaho Achievement Standards and information provided by publishers on their individual Brief Form.

Annual Curricular Materials Caravan

During **October 2006**, only the newly adopted K-12 materials will be showcased on the annual Curricular Materials (textbook) Caravan. The sites for 2006 are Moscow, Nampa, Twin Falls and Idaho Falls.

If we have not covered your questions in this letter regarding the Idaho Adoption Process, please contact:

Val Fenske, Specialist
208-332-6967
vafenske@sde.idaho.gov

Lori Howard, Administrative Assistant
208-332-6902
lahoward@sde.idaho.gov

We look forward to renewing our associations with those publishers who have completed the process in the past and anticipate the creation of similar associations with companies new to this process.

Sincerely,



Val Fenske, Specialist
Curricular Materials